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FEBRUARY 2004

QUALITY

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Catalog at:**

<http://pao.hood.army.mil/TSC>
http://pao.hood.army.mil/TSC/tsc_digital_catalog.htm



DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS & FORT HOOD
FORT HOOD, TEXAS 76544-5056

AFZF-PTM-TS

TSC BULLETIN

The TSC bulletin is published for information and is not intended to be directive in nature.

Key Personnel

Installation VI Manager (Bldg# 229)
Contract Officer's Representative (COR) 288-9652 (DSN 738-9652)

Property Administrator (Bldg# 229)
287-5669 (DSN 737-5669)

Work Reception Cust. Svc. (Bldg# 229) 287-4960/3909
(Photo Appointments) Fax# 288-7675 (DSN 738-7675)
Email: tscwkctr@hood.army.mil

VI Customer Service Center/Training Aids Warehouse (Bldg# 230) 287-4593
(GTAs & Device Loans) Fax# 287-3936

Property Book Office (Bldg# 229) 287-2669
(Update or change account information) Fax# 287-3936
Email: tscwkctr@hood.army.mil

Training Aids, Devices, Simulators and Simulations (Bldg# 19036) 287-2488
(TADSS) Fax# 287-1808

General Manager (Bldg# 231) 287-4999
Johnson Controls World Services, Inc.

The Bulletin should be retained as a reference to update the Training Support Center Catalog and used in conjunction with DoD 5040.2-C (Catalog of VI Productions), DA Visual Information Distribution Bulletin, DA Pam 350-9 (Index and Description of Army Training Devices), DA Pam 25-90 (Visual Information Products Catalog) and TRADOC Pam 71-9 (Training Devices for Army wide use).

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JAN
FEB

TSC "Bulletin"

Customer Satisfaction

PHOTO RETAKES

Help us to reduce re-takes! Check the fit and appearance of your uniform and authorized awards with your chain of command **before** coming to our photo studios.

TSC ACCOUNTS

Signature cards on DA Form 1687 and training devices on long term loan must be updated annually.

254-287-2669

DELINQUENT ACCOUNTS

Failure to return a borrowed training item may make your entire battalion delinquent. Avoid the hassle and return it on time!

254-287-4593

Do You Have a Comment, Complaint or Suggestion?

Comments, complaints, or suggestions may be addressed to Mr. Robert Sandage, Deputy Project Manager, Johnson Controls, Bldg 229. You may use our "We Guarantee It" card (all TSC locations) by phone: **254-287-0506** or email on the Global Address List.

DA PHOTOS

Failure to show up or cancel in advance for your scheduled appointment hurts your fellow soldiers and your unit's reputation. Be on time in the right uniform.

**-Ready to Shoot-
254-287-3909**

PRESENTATION SUPPORT

AV Technicians are available for consultations to plan for successful briefings and presentations. It is always a good idea to plan ahead.

254-287-3909

SELF-HELP

Self-Help can only provide resources for training related items produced at the Self-Help Center, using its graphic art computers and equipment.

Classes are given each Tuesday and every 1st and 3rd Wednesday of the month at 0900. Call **254-288-0959** for an appointment.

TADSS Plan, Plan, Plan!

Turn in work orders at the TADSS Main Warehouse for faster service, Bldg 19036 on North Avenue.

**CALL
254-287-2488**

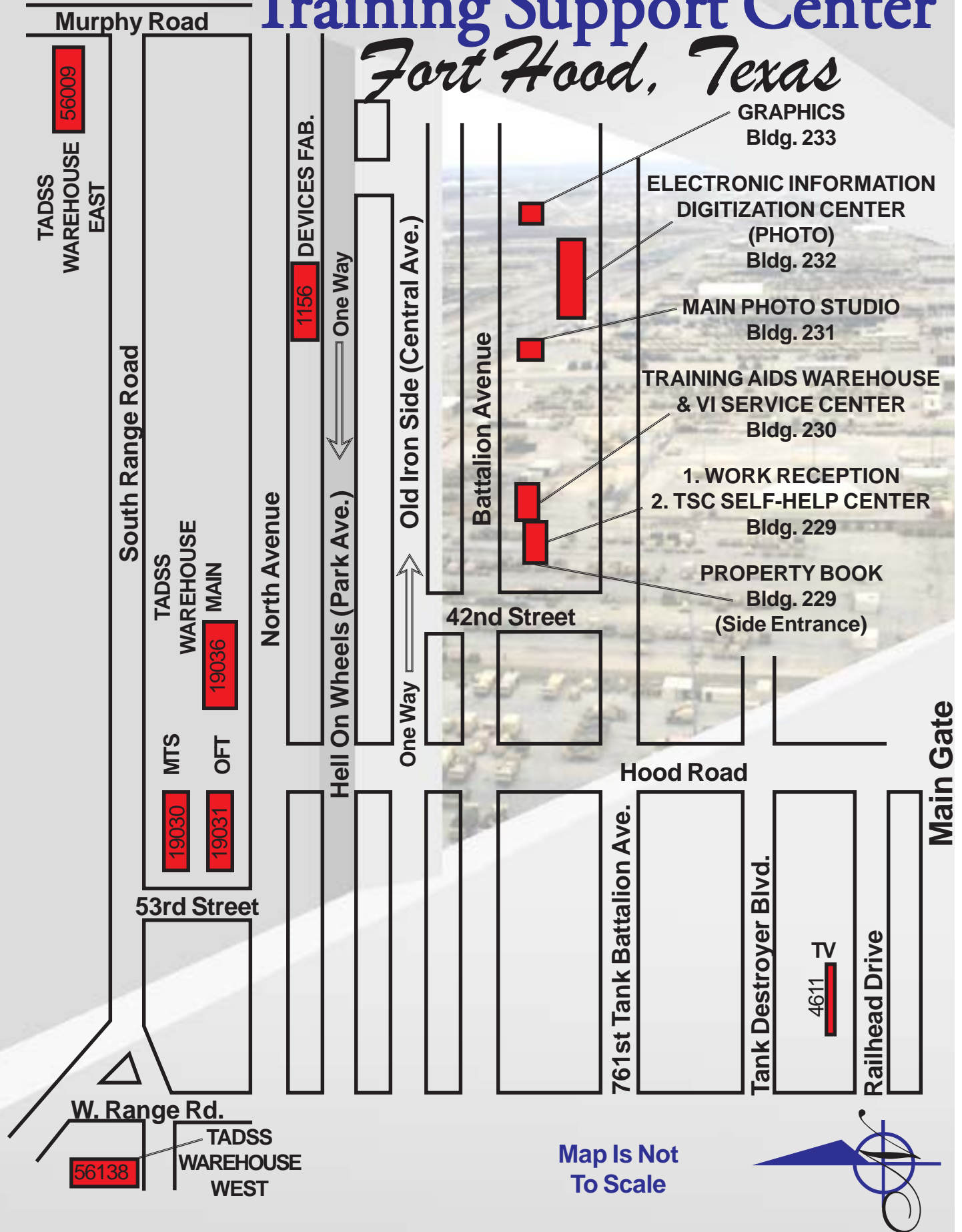
TV

TSC can duplicate your training tapes in nearly any format. We also operate Channel 10 for your announcements.

Call 254-287-3909
for more details.

Training Support Center

Fort Hood, Texas




HOW TO ACQUIRE TSC PRODUCTS & SERVICES

| PRODUCTION OF | FILL OUT | SUBMIT TO | TELEPHONE/FAX | COMMENTS |
|---|---|---|--|---|
| <u>GRAPHICS</u> <u>DEVICES</u> <u>TV PRODUCTION/SERVICES</u> <u>VIDEO/AUDIO TAPES</u> <u>CHAIN OF COMMAND PHOTOS</u> <u>PHOTO REPRODUCTION</u> <u>TV PUBLIC ANNOUNCEMENTS</u> | <u>DA FORM 3903</u> " " " " " " " " " " " " " " <u>DA FORM 3903 and FORM 8050-513</u> | WORK RECEPTION CENTER BLDG 229 | Voice- (254) 287-3909 Fax- (254) 288-7675 | <ul style="list-style-type: none"> • Be sure your work orders are complete and with signature • Call Work Reception to verify receipt of facsimile • Plan ahead for best results |
| SERVICES | FILL OUT | SUBMIT TO | TELEPHONE/FAX | COMMENTS |
| <u>VI DESIGN & PLANNING CONSULTATIONS</u> <u>PRESENTATION SUPPORT</u> <u>HOWZE THEATER SUPPORT</u> | <u>DA FORM 3903</u> | WORK RECEPTION CENTER BLDG 229 | Voice- (254) 287-3909 Fax- (254) 288-7675 | <ul style="list-style-type: none"> • Complex WOs may require consultation |
| <u>VIDEO TELECONFERENCING (VTC)</u> | <u>DA FORM 3903</u> | CONFERENCE ROOM 2 BLDG 1001 | Voice- (254) 288-3399 Fax- (254) 287-6894 | <ul style="list-style-type: none"> • Consultations normally required |
| <u>VI SERVICE CENTER- TRAINING AIDS WAREHOUSE</u> | <u>DA FORM 1687</u> <u>FHT FORM 25-X22</u> <u>TSC DAMAGE LOSS MEMO</u> <u>5050-503</u> | CUSTOMER SERVICE COUNTER BLDG 230 | Voice- (254) 287-4593 Fax- (254) 287-3936 | <ul style="list-style-type: none"> • DA Form 1687 for signature authority • FHT Form 25-X22 for temporary loan • TSC memo for property accountability |
| <u>TRAINING AIDS, DEVICES,</u> <u>SIMULATORS AND SIMULATIONS (TADSS) AND</u> <u>MULTIPLE INTEGRATED LASER ENGAGEMENT SYSTEM (MILES)</u> | <u>DA FORM 1687</u> <u>FHT FORM LETTER 25-X1</u> <u>TSC DAMAGE LOSS MEMO</u> <u>5050-503</u> | TADSS MAIN WAREHOUSE BLDG 19036 | Voice- (254) 287-2488 | <ul style="list-style-type: none"> • DA Form 1687 for signature authority • FHT Form 25-X22 for temporary loan • TSC memo for property accountability |

For more information visit our **web site** at: <http://pao.hood.army.mil/tsc>

Or our **Public Folder** at: <outlook:\\Public Folders\\All Public Folders\\Fort Hood Public Folders\\III Corps Public Folders\\IIICorps G3\\Training Support Center>

HOW TO ACQUIRE TSC PRODUCTS & SERVICES

| SERVICES | FILL OUT | SUBMIT TO | TELEPHONE/FAX | COMMENTS |
|---|---|---|--|--|
| OBSERVED FIRE TRAINER (OFT) | DA FORM 3903 | OFT BLDG 19031 | Voice- (254) 287-3374 | <ul style="list-style-type: none"> Plan ahead for best results |
| IMPROVED MOVING TARGET SIMULATOR (IMTS) | DA FORM 3903 | IMTS BLDG 19030 | Voice- (254) 287-3640 | <ul style="list-style-type: none"> Plan ahead for best results |
| PROPERTY BOOK AND TSC ACCOUNT MANAGEMENT | DA FORM 1687 DA FORM 3161 DA FORM 2062 | PBO BLDG 229 | Voice- (254) 287-2669 Fax- (254) 287-3936 | <ul style="list-style-type: none"> DA Form 1687 for signature authority DA Form 2062 Hand Receipt for long term loan DA Form 3161 Request for Issue/Turn-In for short term loan |
| CLASSES | FILL OUT | SUBMIT TO | TELEPHONE/FAX | COMMENTS |
| TWGSS PGS TSV | DA FORM 3903 | TADSS MAIN WAREHOUSE BLDG 19036 | Voice- (254) 287-2488 | <ul style="list-style-type: none"> Call to arrange date/time |
| WEAPONER | DA FORM 3903 | WORK RECEPTION CENTER BLDG 229 | Voice- (254) 287-3909 Fax- (254) 288-7675 | <ul style="list-style-type: none"> Be sure your work orders are complete and with signature Call Work Reception to verify receipt of facsimile Check bulletin or call for dates/times |
| GRAPHICS SELF HELP | NO FORM REQUIRED CALL  | GRAPHICS SELF HELP SECTION BLDG 229 | Voice- (254) 288-0959 Fax- (254) 532-8555 | <ul style="list-style-type: none"> Call the Graphics Self Help Section to verify receipt of facsimile Check bulletin or call for dates/times |

For more information visit our **web site** at: <http://pao.hood.army.mil/tsc>

Or our **Public Folder** at: <outlook:\\Public Folders\\All Public Folders\\Fort Hood Public Folders\\III Corps Public Folders\\IIICorps G3\\Training Support Center>



A stylized purple satellite dish antenna with a feed horn and support structure.

- Please limit your message to no more than 5 lines of 40 characters each (including spaces).
- Each announcement is shown for 10-15 seconds.
- This services is available on Channel 10; 24 hours a day; 7 days a week (except when there is a program on the air).
- **Submit your request at least 2 weeks before you want the announcement to run**, on a DA Form 3903 to the Work Reception Center located on 42nd Street between Battalion and 761st Tank BN. Avenue, Building 229.

Cut on line and submit with DA Form 3903 to Work Reception

[illegible]

40 Characters in each line (including spaces)-Please submit with request 2 weeks prior to the announcement date/time

VI & TRAINING SUPPORT CLASS SCHEDULE

FEBRUARY

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------------------------------------|---------------------------------------|--|----------|--------|
| 2 | 3 | 4 TSC Self Help Class 0900 Weaponeer Class 0830 1030 1230 1430 | 5 | 6 |
| 9 | 10 TSC Self Help Class 0900 | 11 | 12 | 13 |
| 16 Presidents' Day | 17 TSC Self Help Class 0900 | 18 TSC Self Help Class 0900 Weaponeer Class 0830 1030 1230 1430 | 19 | 20 |
| 23 | 24 TSC Self Help Class 0900 | 25 | 26 | 27 |

**For class information call:
288-0959**

Maximum of 8 per class.

**FILL OUT THE
TSC SURVEY**
CLICK HERE



Obtaining GTAs

<http://155.217.58.58/atdls.htm>

GTA Library

Although this site says GTAs can be ordered on-line, this is incorrect. GTAs can only be downloaded and/or printed from digital files contained on this site. Attempting to order on-line will only delay requests, which **must be made** at the Fort Hood VI Service Center, Bldg. 230. Come by the Fort Hood VI Service Center and see what GTAs are still available. GTAs out of print can only be obtained by downloading and printing from this site. Some non-paper GTAs (plastic devices, oversized charts, games, etc.) are loan items and may require that the requestor be on a signature card and require FHT FORM 25-X22.

Document Formats

The Library uses Hypertext Markup Language (HTML) as its primary document format for on-line viewing. HTML can be viewed by all WWW browser software. It requires no special configuration or installation of special viewers or "plug-in" so users are encouraged to keep their WWW browsers current.

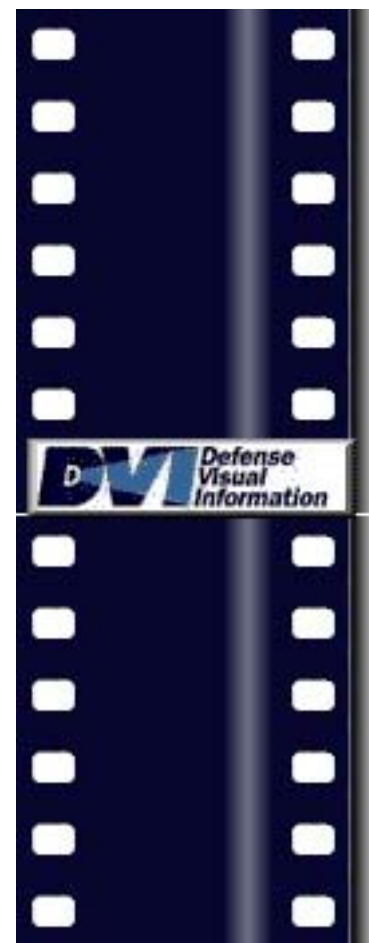
Download Viewers Software



Obtaining DoD Training Videos and Interactive Multimedia Instruction

The Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS) site is located at <http://afishp6.afis.osd.mil/dodimagery/davis>.

DO NOT print out requests for videotapes and bring it to this TSC for service. Send the request directly to Joint Visual Information Services Distribution Activity (JVISDA) and receive Video Media by mail from them.



TSC Deployment Checklist

Charles Rosenblum
Marketing Specialist 287-5958



Are you getting ready to deploy or anticipate an alert soon? Here's what you need to know about TSC.

Property Accountability **287-2669**

Is there a 'rear party' **not** deploying?

- > If yes, be sure your TSC hand receipt and signature cards are updated. A 100% inventory is required on long-term loans.
- > If No, turn-in all TSC sensitive, temporary and long term loan equipment ASAP.

TADSS 287-1808

Have all TSC temporary loaned items been returned to either the MILES or VI Loan warehouses?

- > If No, be sure that it is done **before** deployment.

PLEASE REMEMBER! TSC LOANED EQUIPMENT CANNOT LEAVE THE INSTALLATION.

Requests for Services 287-3909/4960

When planning for large group presentations such as deployment briefings and farewell ceremonies, **don't forget to plan for TSC Presentation Support.**

Self-Help Graphics Arts Center **Bldg 229, 288-0959**

Classes are every Tuesday and the 1st and 3rd Wednesday each month. Call to schedule yours.

Do enlargements, lamination, stencils and more at our fully equipped center. We can provide professional sound support indoors or outdoors.

- > You can also borrow speakers and lecterns from our VI Loan and Storage warehouse, Bldg 230.
- > Additional services you may need for deployment are:

VTC Conference Room Support 287-3399

TV-Channel 10 Announcements 287-3909

DA PHOTOS 287-3909/4960

Soldiers preparing for deployment and are scheduled for a DA promotion photo within the next 3 months should come to Bldg 229 to sign up for a same-day appointment or call for a studio appointment.

Training Aids and Devices 287-3909

You may **need map, status, or operations boards**. These expendable devices can go with you to the deployed area of operations. Work requests are done on a DA Form 3903. You should come to **Bldg 229**, Work Reception counter to complete the request so we may get all your details just right. We're open from **0730-1600 M-F**.

Is That All? Well, Not Quite!

DUFFLE BAG STENCILING

Self-Service, ¾" and 1" duffle stenciling machines are available at Bldg 230 behind the AAFES car wash at the corner of Battalion Ave. and 42nd St. Be sure to bring your manila folders. Service is **first-come, first-served**.

WORK RECEPTION AREAS

| | | |
|-----------------------------|-------------------|-----------------|
| Main | Bldg 229 | 287-4960 |
| TADSS Warehouse Main | Bldg 19036 | 287-2488 |
| Training Aids Whse. | Bldg 230 | 287-4593 |
| MTS | Bldg 19030 | 287-3640 |
| OFT | Bldg 19031 | 287-3374 |
| Photo Appt. | Bldg 229 | 287-3909 |
| Training Classes | Bldg 229 | 287-4960 |

Questions/Information 287-3909/4960

NECESSARY FORMS

DA 1687 - Delegation of Authority

DA 2062 - Long Term Loan

DA 3161 - Short Term Loan

DA 3903 - Production/Services

FHT FORM 25-X32 - Public Announcement

FHT FORM 25-X22 - Training Aids Warehouse Loan Form

FHT FORM LETTER 25-X1 - TADSS Warehouse Loan Form

5050-503 - Sample TSC Damage Loss Memo

1850-502 - Establishing a TSC Account



GRADE US

The Training Support Center (TSC) wants to know... How Was the Service?

Name of employee visited: _____

Date of visit: _____

Was the assistance satisfactory? Yes _____ No _____

If not, why not? _____

Comments: _____

Name (optional): _____

Company/Unit/ Organization (optional): _____

Fill in the blanks that apply, print form (address on back), fold, staple and send through distribution or mail. You can also e-mail this information to "tscwkctr@hood.army.mil".



**Department of the Army
Headquarters
III Corps & Fort Hood
Attn: AFZF-PTM-TSC
Fort Hood, Texas 76544-5056**
